



# STATE BOARD OF EQUALIZATION

## TAX TECHNICIAN I (BOARD OF EQUALIZATION)

EXAM CODE: 9EQTT

Open - Statewide - Continuous

California State Government provides equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

*It is an objective of the State of California to achieve a drug-free state work force place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.*

### FILING AND PROCESSING INFORMATION

**THIS IS A REVISED BULLETIN. IT CANCELS AND SUPERSEDES THE PREVIOUS BULLETIN DATED SEPTEMBER 2007.**

### CONTINUOUS FILING AND TESTING

This test is administered by the Board of Equalization on an open statewide continuous filing basis. Applications will not be accepted on a promotional basis. Applicants who meet the minimum qualifications may apply for and take this examination at any time, provided they do not have current list eligibility of less than nine months.

Application/questionnaires will be accepted at any time and will be processed four times a year: January 31; April 30; June 30; October 31; or as the needs of the department warrant. All application/questionnaires received after a processing date, will be held for the next processing period.

MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE TAX TECHNICIAN I, BOARD OF EQUALIZATION, EXAMINATION DOES NOT ASSURE LIST ELIGIBILITY. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION.

NOTE: This is a HIGHLY COMPETITIVE PROCESS. It is anticipated that more than 2,000 individuals will apply for this examination due to the continuous availability of the examination. It is anticipated the majority of the candidate pool will request the Sacramento area. The Board of Equalization may hire approximately 80 Tax Technicians I annually. Those individuals who have the greatest breadth and depth of recent experience will achieve the highest scores and will be placed on the eligible list.

### HOW TO APPLY

Only COMPUTERIZED STATE APPLICATION/QUESTIONNAIRE [Form BOETTI (6/00)] will be accepted. This application/questionnaire is the entire test. Photocopied BOE TTI (6/00) application/questionnaire or any other application/questionnaires will NOT BE ACCEPTED FOR ANY REASON.

Candidates may obtain an application/questionnaire by visiting the Board of Equalization office at 450 N Street, Sacramento, California, or by contacting the Board of Equalization, Examination and Recruitment Section, at (916) 322-0823, and request a copy of the application/questionnaire be sent to them for completion. Completed application/questionnaires must be returned in person or by mail to:

Examination and Recruitment Section  
Board of Equalization  
450 N Street, MIC: 17  
P.O. BOX 942879  
Sacramento, CA 94279-0017

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

### SALARY RANGE

**Range A: \$2280 – \$2770**

**Range B: \$2450 – \$2975**

Range A. This range shall apply to incumbents who do not meet the criteria for Range B.

Range B. This range shall apply to incumbents who have satisfactorily completed the equivalent of six months of experience in California state service performing the duties of Tax Technician I, Board of Equalization, Range A.

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| <b>SPECIAL TESTING ARRANGEMENTS</b>                   | If you are disabled and require special testing arrangements, contact the Board of Equalization, Examination and Recruitment Section at (916) 324-4807. TDD numbers are listed at the end of this bulletin.   |
| <b>COMPETITION RESTRICTIONS</b>                       | Competitors who are eliminated for not meeting the minimum requirements as stated on this examination bulletin, may reapply when the entrance requirements are met.<br>Unsuccessful competitors who do not attain a minimum rating of 70% must wait nine months from the date of disqualification before reapplying.<br>Successful competitors establish list eligibility for 12 months and must wait nine months before competing again.   |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | <b>All applicants must meet the education and/or experience requirements for this examination at the time application/questionnaire is filed.</b><br><b>Either I</b><br><b>Experience:</b> In California state service either: (a) six months of experience performing the duties at a level of responsibility not less than that of an Office Assistant; or (b) one year of experience performing the duties of an Assistant Clerk.<br><b>Or II</b><br><b>Education:</b> Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)  |
| <b>THE POSITION</b>                                   | This is the entry and first journey level of the series. Under close supervision, incumbents learn and perform the less difficult and complex technical work such as: registration, maintenance, close-out and security requirements of tax accounts and property statements by remote entry; process escrow releases; and provide routine advisory services to taxpayers and other governmental agencies by phone or in writing. Positions allocated to this level may also learn and perform duties in the more varied and complex program areas.<br><b>Persons appointed to this classification may be required to work overtime and weekends during peak workload months.</b><br>Positions exist with the Board of Equalization statewide.<br>Some positions may require the incumbent to be fingerprinted.   |
| <b>EXAMINATION INFORMATION</b>                        | <b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of an application/questionnaire, weighted 100%. Candidates who do not meet the minimum qualifications will not be placed on the resulting employment list. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.<br><b>Application/Questionnaire - Weighted 100.00%.</b><br>All applicants will be required to complete an application/questionnaire. The application/questionnaire contains approximately 15 questions and is designed to elicit information regarding each candidate's experience relevant to the classification. The information on the application/questionnaire will be competitively assessed based on pre-determined rating criteria. All information you provide will be subject to verification.<br>The application/questionnaire measures the following areas, determined to be important for success on the job:<br>Mail Processing Skills<br>Operating Office Equipment Skills<br>Office Skills<br>Communication Skills<br>Math Skills<br>Personal Characteristics<br>Hiring interviews may also evaluate the following areas:<br><b>Knowledge of:</b> Modern office methods and procedures; business terminology as it relates to the tax programs administered by the Board of Equalization; rules, regulations, general organization and procedures of the Board of Equalization; grammar, spelling punctuation, and modern English usage; and arithmetic.<br><b>Ability to:</b> Communicate at a level required for successful job performance; perform mathematical calculations; apply laws, rules and regulations; interpret and use reference material; follow instructions; use tact and good judgment in dealing with fellow employees, the public and other governmental entities; interpret written and numerical data; learn to utilize personal computer/microcomputer systems and software applications in the performance of technical work; communicate effectively over the telephone and in person; accept increasing responsibility; and be flexible and adapt to change in procedures and/or workload. |

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**NOTIFICATION OF TEST RESULTS** Results will be mailed to the candidate approximately 6-8 weeks after the end of the processing period.

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**ELIGIBLE LIST INFORMATION** The eligible list will be used solely by the Board of Equalization. Names of successful candidates are merged into the list in order of final scores, regardless of eligibility date. Individual eligibility expires after 12 months. Transfer of eligibility is NOT allowed.

The eligible list consists of a minimum of three ranks. All successful candidates are placed in one of three ranks, however, Veterans' preference points can affect the final overall ranking.

**Veterans' preference points** will be added to the final score of all successful competitors who qualify for, and have requested, these points. Due to law changes effective January 1, 1996, veterans' credit will not be awarded once a veteran achieves permanent civil service status.

This is an open examination. **Career credits** do not apply.

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**QUESTIONS?** If you have questions concerning the Tax Technician I examination or the testing process, please contact the Board of Equalization, Examination and Recruitment Section, at (916) 324-4807. You may also contact the Board of Equalization in writing at 450 N Street, MIC: 17, Sacramento, California, 95814.

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**GENERAL INFORMATION**

**Applications** are available at the Board of Equalization office, 450 N Street, Sacramento, California or by contacting the number noted on the front under How To Apply.

**If you meet the requirements stated** in this bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Board of Equalization** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire within one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law allows granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Non-promotional examination it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for Veteran and Disabled Veteran are available on the application for Veterans Preference form which is available from the State Personnel Board office.

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: **1-800-735-2929**

From voice phones: **1-800-735-2922**

